

- A. Designer will coordinate with Owner (incl. RPA), Contractor, and other required attendees** (incl. Div. of Labor Standards) to initiate Pre-Construction Conference, which will normally be held at the project Site immediately after or concurrent with award of contract. It may be held early, if all parties agree, but should not be held before Owner has received proper bonds, insurance certificates, and the signed agreement from the proposed contractor.
- B. A Pre-Construction Conference Discussion Guide** is provided in Appendix 1 – *Administrative Forms*. This is provided for the Designer's convenience in leading the conference. Copies may be handed out to attendees. The following suggested agenda conforms to this guide.
- C. Suggested agenda for a Pre-Construction Conference:**
1. Record attendance
 2. Record project pre-construction information
 - a. Project Title, Location, SBC Project No.
 - b. Project Representatives.
 - c. Contractor receipt of executed contract and related documents.
 - d. Progress Meetings and Site Visits schedule.
 3. Chain of Communication
 4. Wage Rates and Payrolls
 5. Contractor's Initial Submittals
 6. Local Building Permits
 7. Visitor's Log
 8. Laboratory Reports
 9. Shop Drawings
 10. Construction Record Drawings
 11. Field Reports
 12. Use of the Site
 13. Builder's Risk Insurance
 14. Progress Meetings
 15. Applications for Payment
 16. Retainage
 17. Modifications
 18. Liquidated Damages
 19. Substantial Completion
 20. Work Without Proper Authorization
 21. Final Inspection
 22. Roof Warranty
 23. Minority Participation
 24. Final Payment
 25. Contractor Evaluation
 26. Remaining questions from Contractor.
 27. In addition to the above items, the RPA Construction Representative may have additional items.
- D.** On projects for which the Owner has provided a Scheduling Agent, the initial scheduling conference may be held immediately after the Pre-Construction Conference, or at some other mutually agreed time early in the Work. Section 01316 used for Owner-Assisted Scheduling specifies the time frame and requires participation of the Contractor and subcontractors. The Designer and other appropriate members of the design team are expected to attend the initial scheduling conference. The Designer is expected to have meaningful input, and to gain beneficial insight into the Contractor's intentions.

